



Ashburnham Municipal Light Plant

978.827.4423 | 24 Williams Rd., Ashburnham, MA 01430 | PO Box 823 | www.amlp.org

Position: Accounting Specialist

Summary:

Responsible for performing a variety of bookkeeping and accounting functions for the Ashburnham Municipal Light Plant (AMLP). Duties include managing accounting, general ledger, bank reconciliations, accounts payable, accounts receivable, jobbing, inventory, payroll and other related financial activities. Ensures the accuracy and timely payment of all bills and invoices. Works under the direct supervision of the Business Manager or General Manager and collaborates closely with the Working Foreman on job billing, inventory, pole billing and payroll matters. Assist with monthly, quarterly, and year-end close functions. Provides support for customer service and office operations as needed.

Essential Job Functions:

- Ensure all accounting processes are performed in a timely, accurate manner utilizing Northern Data Systems (NDS).
- Interact with the General Manager, Business Manager, auditing firm, town treasurer, town accountant, vendors, customers, and our energy supply providers.
- Create monthly journal entries.
- Process accounts payable. Includes paying invoices, posting to general ledger, and preparing warrants.
- Process accounts receivable, including filing MVA claims and pole billing.
- Ensure accuracy of work order process to include analyzing daily payroll sheets and jobbing sheets for distribution to appropriate accounts and tracking information on inventory, poles, and GIS changes.
- Responsible for working collaboratively with the Working Foreman to ensure accuracy of payroll, purchase orders, jobbing billing, inventory, pole tracking and GIS updates.
- Process customer deposits, return deposits to customers, and maintain deposit journal.
- Reconcile monthly bank statements and perform cash reconciliation with the town treasurer.
- Responsible for inventory including maintaining receipts and disbursements of materials, updating inventory prices, and monthly reconciliation.
- Perform monthly and annual accounting analysis and reconciliations for review by the General Manager and Board of Commissioners. Assist with the preparation of monthly financial statements and general ledger summaries.

- Calculate and remit applicable monthly state sales tax payments.
- Assist with preparation of year-end financial statements and annual DPU report.
- Cross-train with the Customer Service Representative and provide backup support, as needed, for daily office operations, including payment processing, work order processing, utility billing, customer account maintenance, and month-end close activities.
- Interact with customers by both phone and in person to respond to customer questions and concerns.
- May be required to perform duties/functions of lesser or greater responsibility as needed.
- Maintain confidentiality of employee, customer, financial, and other sensitive AMLP information.
- Maintain accurate and organized financial records and documentation in accordance with AMLP policies and applicable requirements.

Minimum Requirements:

- Associate or bachelor's degree in accounting or business preferred.
- Three years' experience with bookkeeping principles, practices, and methods.
- Knowledge of office practices, procedures, and the operation of standard office equipment.
- Proficiency with Microsoft Excel and accounting software; familiarity with database applications preferred.
- Ability to establish and maintain effective and professional working relationships with town officials, employees, and the public.
- Exceptional customer service, critical thinking, and problem-solving skills, with the ability to work effectively under pressure and meet critical deadlines.

Hours: Monday – Thursday 7:00am-4:00pm, Friday 7:00am-11:00am

Position Type: Hourly

Starting Salary Range: \$26.45 to \$31.25/hour depending on qualifications (40-hour week)

Posted: October 5, 2026

Application Deadline: Resumes accepted until the position is filled.

Interested applicants please email cover letter and resume to:

Brooke Czasnowski, General Manager
 Ashburnham Municipal Light Plant
 bczasnowski@amlp.org